Call to Order
Approval of January 15, 2004 meeting minutes
Treasurer’s Report
Additions to Agenda

Reports

- President Elect – Lynne Fox
- Membership – Julie Gaston
- Education – Stephanie Weldon
- Internet – Deb Weaver
- Journal Locator – Gene Gardner
- ILL Survey – Roz Dudden
- Marla Graber Award Committee – Roz Dudden

- Advocacy Task Force - Karen Wells
- Colleague Connection – Barbara Wagner
- COLPAC – Liz Alme, Paul Blomquist
- EBHC SIG – Joyce Condon
- Paralibrarians SIG – Lynda Redman
- CHILL – Stephanie Weldon
- Council Quotes – Jeff Kuntzman
- Listserv – Mary Walsh

Old Business

- Follow-up on discussion of reciprocal borrowing issues.

New Business

Announcements

Adjourn Regular Meeting

Executive Session:

President, President-Elect, Secretary, Treasurer
Committee Chairs of Education, Membership, Journal Locator, Internet
Marla Graber Award Committee

- Approval of budget for Marla Graber Award
- Marla Graber Award
Call to Order  The meeting was called to order by Margaret Bandy at 12:10 p.m. Present: Margaret Bandy, BJ Croall, Ellie Talmage, Lynne Fox, Gene Gardner, Stephanie Weldon, Deb Weaver, Roz Dudden, Karen Wells, Barbara Wagner, Liz Alme, Joyce Condon, Lynda Redman, Stephanie Weldon, Jeff Kuntzman, Bettye Snipe, Martha Burroughs, and Grace Ajuwon, the Cunningham Fellow.

Approval of Minutes  Karen moved to approve the minutes of January 15, 2004 and BJ seconded the motion. The minutes were approved by a vote of the Executive Committee.

Treasurer’s Report  BJ Croall
The current balance is $12,429.29. BJ said that the fiscal year ends on March 31st.

Committee Reports

President Elect – Lynne Fox
Lynne provided an update on the Annual Meeting planning. She is working with Amanda Enyeart to make arrangements for the meeting. They have selected Udi’s Catering and will provide vegetarian or vegan lunches and a variety of sandwiches. Members will receive an RSVP form for the lunch asking them to indicate a vegetarian/vegan or non-vegetarian lunch choice. She also said that all of the directories have been sent out, although she still needs to collect money for a few of them. Lynne said that the Executive Committee Meetings would continue to be held at Exempla St. Joseph Hospital. Lynne announced tentative dates, times and places for the 2004-2005 Executive Committee Meetings, pending availability of meeting rooms. The Executive Committee will meet 8:30-10:00 a.m. at the Russell Pavilion of Exempla St. Joseph Hospital.

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Main Purpose of Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 13, 2004</td>
<td>Budget Proposals</td>
</tr>
<tr>
<td>August 19, 2004</td>
<td>Annual Plan</td>
</tr>
<tr>
<td>October 14, 2004</td>
<td>General Business</td>
</tr>
<tr>
<td>January 13, 2004</td>
<td>General Business</td>
</tr>
<tr>
<td>March 9, 2004</td>
<td>Annual Luncheon and Marla Graber Award</td>
</tr>
</tbody>
</table>
Membership – Julie Gaston
Margaret spoke for Julie. She said that the plan is to have the brochure ready for handing out at the Colleague Connection on April 13th. She passed around a picture of Julie’s new baby and said that Julie is planning on coming to the Annual Meeting, (I don’t know if she is bringing the baby.)

Education – Stephanie Weldon
Stephanie said that she still has a few slots open for the return on investment CE class, Marketing Your Library, to be held on April 2nd at Exempla St. Joseph Hospital. There is also a second CE class for 6 CE credit hours on Grant Writing for Success that will be held on April 20, 2004 in the Denison Library Conference Room. This class will also be open to grants writers at CCML institutions. Further announcements about this event will be coming out soon. This program is being held to offer instruction in writing grant applications for the NIH and NLM.

Internet – Deb Weaver
Deb has been doing lots of updating in three areas of the web page, the Evidence-Based Health SIG, the Paralibrarians SIG, and the new Archives page. She needs some help with information going back beyond 1996. Margaret said that someone could search the physical archives kept at Exempla St. Joseph Hospital for listings of past officers. Searches of old issues of Council Quotes were also suggested. Deb said that she was going to add the accomplishments of Anita Westwood to the page. The Marla Graber awardees were also mentioned as a possible addition to the archives page, but Roz said that they should be listed on their own page.

Journal Locator – Gene Gardner
Gene said that Jeff Kuntzman has compiled the statistics on the Locator usage. A graph of the usage will be put in Council Quotes. Gene has emailed Rick Forsman to inquire if Denison would be able to host the Locator for next year, but he has been on vacation and she has not received a reply. Gene also talked about how much notice is necessary to have the locator updated from Serhold information. Margaret suggested 6-weeks’ notice with two reminders.

ILL Survey – Roz Dudden
Jim Honour has input all of the data from the survey, but Roz has been hosting the Cunningham Fellow and has not had time to study it yet. She is planning to have a handout ready to present to the membership at the April meeting. She reminded everyone that benchmarking should start any time now and goes from April to June.

Marla Graber Award – Roz Dudden
The committee met twice and came up with a set of criteria for selecting Marla Graber Award candidates. The Executive Committee has approved the set of criteria. The committee decided that the award needed to be given to two individuals since so many people will be retiring over the next few years. An Executive Session after this meeting
will be held for the Executive Committee to vote to approve the candidates. The Marla Graber Committee juried candidates for this year. Next year nominations will be done in the fall.

Advocacy Task Force – Karen Wells
Karen said that the group met three times. They came up with several ideas for promoting libraries. One idea that was well received was presenting an award at a Colorado Hospital Association meeting to a physician who has supported hospital libraries.

Colleague Connection – Barbara Wagner
Barbara reminded everyone that the event will be held on Tuesday, April 13th at 5:00 p.m. Mary Ellen Bates will be exploring the changing role of librarians and researchers.” Further information and a registration form can be found at www.cal-webs.org.

COLPAC – Liz Alme, Paul Blomquist
Liz said that Paul attended the last meeting. The decision was made for the group to continue.

EBHC SIG – Joyce Condon
The first meeting was held on February 25th. They decided to rotate responsibility for being the coordinator. They tried having a virtual meeting using 24 by 7 software. But the group was not happy with the results and they decided to hold future meetings in person. Joyce said that she has made final revisions to her Systematic Reviews paper and will send it to Deb Weaver to post on the web page.

Paralibrarians SIG – Lynda Redman
Lynda is the library technician at the Children’s Hospital. She has organized this SIG. They had their first meeting in January and had 7 local paralibrarians attending. Currently there are seven CCML members who are part of the SIG (some were already members before the SIG existed.)

CHILL – Stephanie Weldon
This is the Colorado Consumer Health Group. The next meeting is on Monday, March 22, 2004 at Presbyterian St. Lukes Hospital. A representative of the Denver Public Library will be there and some people from Parker will be attending. They are interested in doing a poster.

Council Quotes – Jeff Kuntzman
Jeff is pleased to be ending his tenure. Mary Walsh will take over Council Quotes as editor.

Listserv – Mary Walsh
Margaret spoke for Mary saying that the plan to add all new members to the Listserv automatically and then let them opt out if they wish is a good method of adding people to the Listserv. Stephanie Weldon added that the procedures outlined at the January Executive Meeting were working well.
Old Business
- Margaret suggested that CCML needs to have a written policy concerning reciprocal borrowing.

New Business
- Margaret welcomed Grace Ajuwon, the Cunningham Fellow, to our Executive Luncheon. Grace stood up and spoke about her library in Africa, which is both a hospital library and an academic medical library that serves students who are studying to become physicians. Her library was founded in 1966 and is the oldest medical library in the area. Photographs of her family in Africa and an itinerary of Grace’s schedule were passed around.

Announcements
There were no announcements.

Following a motion by Lynne, seconded by BJ the meeting was adjourned by approval of the committee at 1:25 p.m. After the meeting, an Executive Session was held to vote on the candidates for the Marla Graber Award.

Executive Session
Roz initiated the Executive Session by stating that the first Marla Graber award was presented to Marla Graber in November of 2002. The following is criteria for selecting future awardees and a nomination form created by the Marla Graber Committee:

**Colorado Council of Medical Librarians**
**Marla Graber Award for Excellence and Achievement**
Nomination Information

I. QUALIFICATIONS
The Marla Graber Award for Excellence and Achievement, awarded by the Colorado Council of Medical Librarians (CCML) and established in 2002, recognizes the career of a CCML member who has made outstanding contributions to the Colorado Council of Medical Librarians and to local issues in health sciences librarianship. The award considers the following areas:

A. Excellence and achievement in several of the areas cited in the mission and goals of the Colorado Council of Medical Librarians:
   1. Optimizing cooperation between members
   2. Strengthening affiliations between CCML and related groups
   3. Responding to the educational and professional needs of CCML members
   4. Enhancing CCML’s organizational structure and supporting its future growth
5. Increasing public awareness of, and support for, the profession
6. Monitoring developments in health care and information science, and
   assessing their impact on the profession and its future

B. Distinguished service and leadership in health sciences librarianship in several
   of the following areas:
   • Service to the Colorado Council of Medical Librarians
   • Advocacy
   • Leadership
   • Publications
   • Presentations
   • Teaching
   • Mentoring
   • Research
   • Technology
   • Administration
   • Special Projects
   • or any combination of these areas

II. AWARD CYCLE
The Marla Graber Award for Excellence and Achievement will be awarded
annually to one or two individuals. If there are no appropriate candidates, the
association may elect not to make the award in a given year. Nominations will be
sought in the fall with a deadline of January 1, approved by the voting Executive
Committee at their March meeting, and awarded at the CCML Annual Meeting in
April.

III. CRITERIA GUIDELINES
SERVICE TO THE PROFESSION
   Describe the nominee’s service to CCML and other associations and
evidence of his or her leadership role.

ACCOMPLISHMENTS IN WORK
   Describe the nature and quality of the nominee’s work, noting special
achievements, innovation, initiative, and demonstration of leadership in
the areas listed above.
C C M L Leadership, 2004-2005

ELECTED OFFICERS (Voting Board Members)
President: Lynne Fox
President-Elect: Joyce Condon
Secretary: Barbara Wagner
Treasurer: BJ Croall

COMMITTEE CHAIRS (Voting Board Members)
Education Committee: Lilian Hoffecker
Internet Committee: Deb Weaver
Journal Locator Committee: Gene Gardner
Membership Committee:
Nominating Committee: Jenny Garcia

APPOINTED OFFICERS
Discussion List Owner: Mary Walsh
Newsletter Editor: Mary Walsh
Newsletter Associate Editor: To be appointed by Mary Walsh
Mailing Coordinator: Bettye Snipe
Membership Database Coordinator: Stephanie Weldon
Parliamentarian: Jerry Carlson

AD HOC APPOINTMENTS
Advocacy Task Force: Karen Wells
Colleague Connection: Barbara Wagner
Colorado Library Marketing Council Representative:
Organization Dormant
Library Survey Task Force: Roz Dudden
Marla Graber Award Jury: Roz Dudden
State Library Planning Committee Representative: No Longer Needed
Colorado Library Political Action Committee:
Liz Alme and Paul Blomquist

SIG CONVENERS
Consumer Health: Stephanie Weldon
EBM: Rotating
Paralibrarians: Lynda Redman

Emails:
Lynne.Fox@uchsc.edu
condonj@exempla.org
wagner.barbara@epa.gov
bjcroall@yahoo.com
Lilian.Hoffecker@uchsc.edu
weaver.debbie@tchden.org
gene.gardner@uchsc.edu
jgarcia@uwyo.edu
Mary.Walsh@uchsc.edu
Mary.Walsh@uchsc.edu
Bettye.Snipe@tma.osd.mil
stephanie.weldon@uchsc.edu
gmc@pvhs.org
wellsk@exempla.org
wagner.barbara@epa.gov
duddenr@njc.org
duddenr@njc.org
Elizabeth.alme@med.va.gov
ALME.ELIZABETH@forum.va.gov
paul.blomquist@uchsc.edu
stephanie.weldon@uchsc.edu
redman.lynda@tchden.org
## EXPENSES:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COUNCIL QUOTES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>$600</td>
<td>$600</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Postage</td>
<td>$600</td>
<td>$600</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Masthead</td>
<td>$250</td>
<td>$250</td>
<td>$519</td>
<td>$0</td>
</tr>
<tr>
<td>Envelopes</td>
<td>$50</td>
<td>$50</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Copyright Fee</td>
<td>$60</td>
<td>$60</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>PROGRAM</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meeting Refreshments</td>
<td>$600</td>
<td>$300</td>
<td>$412</td>
<td>$300</td>
</tr>
<tr>
<td>Honoraria</td>
<td>$300</td>
<td>$300</td>
<td>$150</td>
<td>$0</td>
</tr>
<tr>
<td>Equipment &amp; Room Rental</td>
<td>$200</td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>EDUCATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mailing / Copies</td>
<td>$100</td>
<td>$100</td>
<td>$7</td>
<td>$0</td>
</tr>
<tr>
<td>Honoraria</td>
<td>$300</td>
<td>$300</td>
<td>$150</td>
<td>$0</td>
</tr>
<tr>
<td>CE Course Expenditures</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$368</td>
<td>$0</td>
</tr>
<tr>
<td>Isabelle T. Anderson Collection</td>
<td>$400</td>
<td>$350</td>
<td>$304</td>
<td>$50</td>
</tr>
<tr>
<td>Professional Development Fund</td>
<td>$500</td>
<td>$500</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>JOURNAL LOCATOR</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Updating</td>
<td>$100</td>
<td>$100</td>
<td>$200</td>
<td>$0</td>
</tr>
<tr>
<td>Mailing/Supplies</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Storage</td>
<td>$360</td>
<td>$360</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>MEMBERSHIP</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Directory - Printing</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>- Mailing</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>- Updating</td>
<td>$100</td>
<td>$100</td>
<td>$200</td>
<td>$0</td>
</tr>
<tr>
<td>Joint Directory</td>
<td>$100</td>
<td>$100</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Miscellaneous Mailing &amp; Supplies</td>
<td>$450</td>
<td>$125</td>
<td>$22</td>
<td>$325</td>
</tr>
<tr>
<td>(new brochure '03-'04)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>EVENTS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual Meeting (lunch &amp; speaker expenses)</td>
<td>$1,200</td>
<td>$1,000</td>
<td>$686</td>
<td>$200</td>
</tr>
<tr>
<td>Non-CCML Events (Coll. Connect.)</td>
<td>$250</td>
<td>$300</td>
<td>$0</td>
<td>-$50</td>
</tr>
<tr>
<td>Officer Lunch</td>
<td>$300</td>
<td>$250</td>
<td>$226</td>
<td>$50</td>
</tr>
<tr>
<td>Annual Party</td>
<td>$100</td>
<td>$75</td>
<td>$0</td>
<td>$25</td>
</tr>
<tr>
<td><strong>ADMINISTRATION</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Office Supplies (incl. misc postage)</td>
<td>$100</td>
<td>$100</td>
<td>$7</td>
<td>$0</td>
</tr>
<tr>
<td>Stationery/Masthead</td>
<td>$300</td>
<td>$200</td>
<td>$365</td>
<td>$100</td>
</tr>
<tr>
<td>PO Box</td>
<td>$58</td>
<td>$58</td>
<td>$44</td>
<td>$0</td>
</tr>
<tr>
<td>Internet</td>
<td>$732</td>
<td>$732</td>
<td>$662</td>
<td>$0</td>
</tr>
<tr>
<td>Contingency Fund</td>
<td>$300</td>
<td>$500</td>
<td>$304</td>
<td>-$200</td>
</tr>
<tr>
<td>Marla Graber Award</td>
<td>$200</td>
<td>$0</td>
<td>$0</td>
<td>$200</td>
</tr>
<tr>
<td>Surveys/misc. data entry</td>
<td>$1,000</td>
<td>$0</td>
<td>$0</td>
<td>$1,000</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>--------</td>
</tr>
<tr>
<td><strong>TOTAL EXPENSES</strong></td>
<td>$2,000</td>
<td>$4,626</td>
<td>$10,110</td>
<td>-$8,110</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>$5,110</td>
<td>$3,040</td>
<td>$6,600</td>
<td>-$1,490</td>
</tr>
<tr>
<td><strong>DIFFERENCE</strong></td>
<td>-$7,000</td>
<td>-$3,510</td>
<td>$822</td>
<td>-$3,490</td>
</tr>
<tr>
<td>Dues</td>
<td>$2,500</td>
<td>$2,700</td>
<td>$3,040</td>
<td>-$200</td>
</tr>
<tr>
<td>Interest</td>
<td>$10</td>
<td>$50</td>
<td>$8</td>
<td>-$40</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$0</td>
<td>$250</td>
<td>$100</td>
<td>-$250</td>
</tr>
<tr>
<td>CE</td>
<td>$2,000</td>
<td>$2,000</td>
<td>$1,500</td>
<td>$0</td>
</tr>
<tr>
<td>Journal Locator</td>
<td>$0</td>
<td>$1,000</td>
<td>$0</td>
<td>-$1,000</td>
</tr>
<tr>
<td>Donations for Annual Meeting</td>
<td>$600</td>
<td>$600</td>
<td>$800</td>
<td>$0</td>
</tr>
</tbody>
</table>
This completed form should be considered a confidential document. Do not publicize your nomination.

Date: _____________________________________________________________________________

Nominee’s Name: __________________________________________________________________

Personal Information: __________________________________________________________________

Please provide current address, telephone number, email address and a resume or current curriculum vitae.

**SUPPORTING DOCUMENTATION**

Please attach both:

A. The nominee’s sustained and notable achievement(s) in one or more areas of activity cited in the mission of CCML

AND

B. The nominee’s distinguished service and leadership in health sciences librarianship

Include specific comments on the following:

**SERVICE TO THE PROFESSION**

Describe the nominee’s service to CCML and other associations and evidence of his or her leadership role.

**ACCOMPLISHMENTS IN WORK**

Describe the nature and quality of the nominee’s work, noting special achievements, innovation, initiative, and demonstration of leadership in the areas listed above.

**THIS NOMINATION IS SUBMITTED BY:**

Your Name: _______________________________________________________________________

Address: _______________________________________________________________________

_________________________________________________________________________________

Daytime Phone: _____________________________________________________________________

Email: ___________________________________________________________________________

Your Signature: ___________________________________________________________________

Date: ___________________________________________________________________________
Please return three copies of the competed application form and three copies of all related documents to Chair person of the CCML Awards Committee by the published deadline.

In addition to the criteria for the award, the Marla Graber Committee made the following motions that were voted on and approved by a vote of the Executive Committee:

1. Moved that the criteria for the Marla Graber Award for Excellence and Achievement as developed by the Marla Graber Award for Excellence and Achievement Committee be accepted as attached.

2. Moved that the monetary award for 2004 for the Marla Graber Award for Excellence and Achievement be $100 and that a web page be created listing the names of award winners and a framed certificate be given to the award winner. It is noted that there may be two awardees.

3. Moved that the CCML Executive Committee establish a Marla Graber Award for Excellence and Achievement Jury to administer the award and that the Jury have a chair and two members to be appointed by the President-elect for the next year.

At the Executive Session a motion was made by Margaret, seconded by Lynne to amend an increase in the amount in the budget to $300.00 for the Marla Graber award, in case there are 2 awardees as this year. This amount will cover a cash award and permanent memento. This motion was approved by a vote of the Executive Committee.

Roz stated that Sandi Parker and Martha Burroughs were nominated by the Committee to be recipients of the Marla Graber award for the 2003-2004 year. A motion was made by the Marla Graber Committee to accept Sandi Parker as an award recipient. The Executive Committee voted to accept Sandi Parker. A motion was made by the Marla Graber Committee to accept Martha Burroughs as an award recipient. The Executive Committee voted to accept Martha Burroughs.

Margaret will telephone the recipients to notify them of their awards. A notice will be sent out to the list announcing the award recipients and a notice will be put in Council Quotes.

A motion to adjourn the executive session was made by Roz, seconded by Gene. The Executive Committee voted to adjourn the session at 2:20 p.m.

Ellie Talmage - Secretary
ANNUAL MEETING LUNCHEON
APRIL 21st, 2004, THE CHILDREN’S HOSPITAL, 6th Floor Lecture Room
RSVP BY APRIL 16th, 2004

I am RSVP’ing for:
NAME:

I would like a
_____ Vegetarian      Vegan      lunch (please circle one)
_____ Non-Vegetarian lunch (a variety of sandwiches will be available)

PLEASE RETURN THIS FORM, BY APRIL 16th TO ATTN Lynne Fox, 303-315-0294 (FAX)
OR Fold in thirds, tape closed with appropriate address on the outside:

Lynne M. Fox, Education Librarian
Denison Memorial Library, UCHSC
4200 East Ninth Avenue, Campus Box A003
Denver, Colorado 80262